

## **Program Description/Textbook or Print Instructional Material**

Vendor: Thomson Learning/South-Western Web Address: www.swep.com

Title: Discovering Your Career

Author: Jordan Copyright: 2003

ISBN: 0-538-43202-0 Course/Content Area: Vocational and Career Education,  
Pathways to Careers; Career Options Level 1

Intended Grade or Level: 9-12 Readability Level: 10.8 (Flesch Kincaid)

List Price: 51.95 Lowest Wholesale Price: 38.50

*All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.*

Level of Accommodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance It is not financially feasible for our products to meet Level One at this time.

## **FEATURES**

**DISCLAIMER:** The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

### **Content**

- With an emphasis on self-awareness and self-acceptance, this book will guide users in the areas of career exploration, post secondary educational opportunities and ongoing lifelong learning opportunities.
- Traditional and non-traditional career choices are discussed, as is the importance of planning a career while still in school.
- Short content with continuous reinforcement maintains user interest.
- A wealth of self-assessment activities provided, includes emphasis on decision making, reduction of bias, SCANS competencies, and economics - helping students identify their special talents, values, and expectations, and decide on careers best suited for them.

### **Student Experiences**

- A unique Career Portfolio CD, included with each text, contains the following career-planning tools:
  1. Forms needed to complete chapter exercises
  2. Hot links directing students to additional information, to assist in completing assignments, and career exploration
  3. Sample documents, resumes, cover letters, thank you letters-all of which provide examples of realistic correspondence.

By using this Career Portfolio CD, students will have a completed professional portfolio at the end of the course.

- Continuous maintenance of a career portfolio provides ideal job descriptions, resumes and other documents that make up a career plan.

### **Assessment**

Help tomorrow's workers begin to build their futures today! Taking the unique approach of matching a career to one's personal interests, Discovering Your Career focuses specifically on self-understanding, self-acceptance, career information, goal setting, networking, team building, education opportunities, and the job search process. Traditional and non-traditional career choices are discussed, as is the importance of planning a career while still in school.

### **Organization**

1. Plan for Success, 2. Influences on Career Choices, 3. Self-Awareness, 4. Career Trends, 5. Career Awareness, 6. Your Internal Career Design, 7. Goal Setting, 8. Career Preparation Options, 9. Plan for the Next Step, 10. Career Success and Growth, 11. Teams, 12. Understand Your Workplace, 13. Your Job Search, 14. Apply for a Job, 15. Successful Job Interviews

### **Resource Materials**

#### **Gratis Items To Be Provided And Under What Conditions**

ExamView CD (0-538-43471-6) Free 1 per teacher

Instructor's Manual/Res CD (0-538-43203-9) Free 1 per teacher

#### **Available Ancillary Materials**

Learner Guide, Communicating with Customers (0-538-43338-8)

Module, Communicating with Customers (0-538-43335-3)

Learner Guide, Personal Effectiveness (0-538-43310-8)

Module, Personal Effectiveness (0-538-43307-8)

Learner Guide, Resolving Problems and Conflicts (0-538-43331-0)

Module, Resolving Problems and Conflicts (0-538-43328-0)

## **RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS**

**DISCLAIMER:** The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

**NOTE:** Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate **"not available"** in the space.



# Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Pathways to Careers



<b>Title: Discovering Your Career</b>			
<b>Publisher: Thomson/South-Western</b>			
<b>Item Evaluated: Text and supplementary materials</b>			
<b>Copyright Date: 2003</b>		<b>Evaluator: Pathway to Careers team</b>	
<b>Content Level: grades 9-12</b>		<b>Date of Evaluation: July 29, 2003</b>	
<b>Level of Alternative Format</b>	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

## Overall Strengths and/or Weaknesses

**Disclaimer:** Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:	
<input checked="" type="checkbox"/>	Recommended by reviewers to State Textbook Commission
<input type="checkbox"/>	Not recommended by reviewers to State Textbook Commission

**Publisher's Explanation of Reviewer's Comments:** By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



# Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Pathways to Careers



<b>Title: Discovering Your Career</b>		<b>Publisher: Thomson/South-Western</b>
Technology Management Summary Data:	20 possible points	_____8_____ points earned
Technology Management Comments: Software cannot be adapted to different style but it does have some interesting assignments. Will help embed technology in the course.		
Technology Presentation/Interface Summary Data:	40 possible points	_____29_____ points earned
Technology Presentation/Interface Comments: Test software can be modified for individual use. Student CD has limited adaptability but has exercises with potential to foster student learning and involvement..		
Content Summary Data:	36 possible points	_____26_____ points earned
Content Comments: Content was good in some areas but limited in others.		
Instruction & Management Summary Data	52 possible points	_____43_____ points earned
Instruction & Management Comments: 9th grade reading level (Fry Readability) would be appropriate for some, but not for all. No real modifications for diverse populations are suggested. Used some higher level questioning; portfolio builds as course progresses. Few open-ended writing prompts		
Organization & Structure Summary Data	36 possible points	_____31_____ points earned
Organization & Structure Comments: Not as many pictures as some books and these didn't show diverse populations including persons with disabilities; few other illustrations. No glossary in text; students might not use CD glossary. Words clearly highlighted and defined in text.		
Resource Material Summary Data	40 possible points	_____23_____ points earned
Resource Material Comments: Useful test bank. Seems to operate well.. Activities are mostly reading and writing; may not work well with some populations.		



# **Group V - Career /Technical & Vocational/Practical Living** **Electronic Instructional Media Review Form** **Stand Alone/Independent or Integrated Software for Pathways to Careers**



<b>Equipment</b> (circle or change fill color)	<b>Grade Level</b> (circle or change fill color)	<b>Audience</b> (circle or change fill color)	<b>Format</b> (circle or change fill color)	<b>Cost: Comes with student text</b>	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of ____ copies	_____ online
DVD	High		In lieu of basal text		
Sound					
Other					

If other, explain \_\_\_\_\_

<b>Type of Software:</b> Check all that apply	_____ Simulation	_____ Management	_____ Interdisciplinary	_____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	_____ Drill and Practice	_____ Critical Thinking	_____ Utility	_____ Other:

<b>Rating Scale:</b>	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	1
Allows students to exit and resume at a later time.	4
Keeps a students performance record, where needed.	1
Allows control of various aspects of the software (e.g., turning sound off).	1
Allows for printed reports.	1
Comments: Is read-only CD containing activities and lessons. Cannot be changed, but is easy to use and has some good exercises.	<b>Total</b> <b>8</b>

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	2
Accessible for special needs students.	3
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	0
Comments: Doesn't allow much flexibility, but seems useful.	<b>Total</b> <b>29</b>

Content—Pathways to Careers	Rating
Orientation to Careers and Career Clusters: Not all clusters listed; descriptions are too brief to be useful.	2
Employability: Covers all employability content except letter of resignation.	3
Self Management: No hygiene & no positive criticism.	3
Work Ethics: Covers all major areas.	4
Decision Making Skills: Fairly limited.	3
Finding and Keeping a Job: Need more on keeping jobs.	3
Planning Career Path:	4
Career Assessment: Could be more in depth about personal inventories/assessments.	3
Work Based Learning: Has just the most basic description of co-operative education.	1
Comments: Content was good in some areas, but limited in others.	<b>Total</b>  <b>26</b>

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment			Rating
Identifies a Sense of Purpose: Most sections explain importance.			3
Builds on Student Ideals			4
Engages Students: Could have more exercises in reading.			3
Develops Career Ideas:			4
Promotes Student Thinking: Uses some higher level questioning.			4
Assesses Student Progress: Portfolio builds as course progresses.			4
Enhances The Learning Environment			3
Reading level is appropriate for interest and ability level of intended student group: level remains consistent throughout. No.			3
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided: Few open-ended writing prompts.			2
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.			3
Includes activities and opportunities for integration of technology: Many opportunities to integrated technology.			4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)			4
Differentiation techniques and activities suggested: No real modification suggested.			2
Comments: 9th grade reading level (Fry Readability) would be appropriate for some, but not for all. No real modifications for diverse populations are suggested. Used some higher level questioning; portfolio builds as course progresses. Few open-ended writing prompts.			<b>Total</b>  <b>43</b>
Rating Scale:	3 – Some potential for learning	1 - Not present	
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable	

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.: matches outline from	3
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related. Few photos; graphs OK.	3
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities). No or few apparent disabilities.	3
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use. Well constructed.	4
Includes sufficient glossary, index and appendices. No appendix; glossary on student CD.	3
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	3
Comments: Not as many pictures as some books and these didn't show diverse populations including persons with disabilities; few other illustrations. No glossary in text; students might not use CD glossary. Words clearly highlighted and defined in text.	<b>Total</b> <b>31</b>

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels. Most activities reading and writing.	2
Extension activities including adaptations and accommodations for students with special needs.	2
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides) Almost all are present.	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	2
Integration opportunities suggested and examples given. Few if any examples.	2
Teacher resources are available online.	3
Online resources available – Repeat of information in text.	4
Online resources available – Practice skills only.	0
Online resources available – New application materials.	0
Comments: Useful test bank. Seems to operate well.. Activities are mostly reading and writing; may not work well with some populations.	<b>Total</b> <b>23</b>

Rating Scale:	
4—All or the time	2—Minimally
3—Some of the time	1—None of the time
	0— Not applicable